



SOUTH PASADENA PUBLIC LIBRARY



APPLICATION FOR USE OF THE LIBRARY COMMUNITY ROOM

Community Room Address: 1115 El Centro Street, South Pasadena, CA 91030 (626) 403-7330

Library website: www.southpasadenaca.gov/library

Organization (or individual) _____ Date of Application: _____

Purpose of Proposed Use _____ Expected Attendance: _____

Date(s) of event _____ Time: _____ to _____

Contact person (Individual coordinating use) _____

Mailing Address _____ City, State, Zip _____

Business or Cell phone: () _____ Home: () _____

E-mail address: _____

If physically challenged people are attending when the library is closed, prior arrangements must be made with Library Administration.

(FEES ARE BASED ON A THREE HOUR MINIMUM EXCEPT FOR FILMING ACTIVITIES WHICH ARE A FOUR HOUR MINIMUM. NO HALF HOURS. ESTIMATED HOURS SHOULD INCLUDE SET-UP AND CLEAN-UP.) Fees are due at least one week before the event. Library restrooms are not available for filming activities.

Check one - hourly rates:

☐ Local non-profit groups (based in South Pasadena)-----\$25/per use

☐ Individuals (non-business)-----\$60/hr.

☐ Non-local/non-profit groups -----\$50/hr.

☐ Businesses-----\$85/hr.

☐ All Filming Related Activity-----\$150/hr.

Check all that apply - rental of equipment is priced as "per use". (Use of rental equipment is available, however due to staff limitations we are only able to provide limited technical support for rented equipment.):

Organization requests: ☐ microphone -\$25 ☐ TV/VCR - \$50 ☐ LCD Projector - \$50 ☐ slide projector - \$25

☐ overhead projector - \$25 ☐ Laptop Computer - \$50

Check all that apply (use of the following at no charge):

Organization will use: ☐ piano* (please see page 2) ☐ display boards ☐ serve refreshments ☐ decorate the Community Room

☐ other _____

TOTAL CHARGES \$ _____

PLEASE READ THE COMMUNITY ROOM POLICY.

A copy of your signed application, checklist, release forms and clean-up list will be returned to you.

The undersigned hereby makes application to the City of South Pasadena for the use of the Community Room premises and certifies that the information given is correct. The undersigned further states that he/she has the authority to make this application and agrees that the applicant will assume all responsibility for any infraction of the rules and regulations as stated in the SOUTH PASADENA PUBLIC LIBRARY COMMUNITY ROOM POLICY. He/she assumes full responsibility for damage to or loss of equipment or furnishings. The undersigned has read and understands the Library Community Room Policy.

APPROVED BY:

Signature/Title of Responsible Party _____ Date _____

City Librarian _____ Date _____

Alternative representative name _____ Phone _____

Confirmation letter sent: ___ Yes ___ No Date: _____

Return completed signed copy to: Library Administrative Secretary
South Pasadena Public Library
1100 Oxley Street, South Pasadena, CA 91030
(626) 403-7335/Fax: (626) 403-7331
e-mail: sfaye@southpasadenaca.gov

For Office Use Only:

☐ paid
☐ not paid
☐ no charge

revised 1/14/2015

South Pasadena Public Library Community Room Checklist – Updated 5/17/16

Please read the checklist below carefully and initial each item. These are some (but not all) of the requirements contained in the “South Pasadena Public Library Community Room Policy”. As the individual signing the application, it is important that you read, understand and share with members of the Organization and with participants of the event all of the requirements listed below and in the complete policy. Failure to comply with these requirements may result in denial of future use of the Community Room for the individual and the organization.

Initial	
	Publicity Disclaimer: Any publicity distributed for this event <u>must</u> include a statement worded as follows, “ <i>This activity is not sponsored by the City of South Pasadena or the South Pasadena Public Library</i> ”.
	All groups must handle their own set-up and cleanup for the event. This time should be included in the time reserved.
	The room must be left in the same condition as it was found. All furniture must be returned to its original location.
	All spills must be cleaned up immediately and reported to the Administrative Secretary or to the Reference Librarian on duty.
	No admission, registration or membership fee can be charged unless prior agreement is made with the library.
	Fundraising activities generally are not allowed without written permission by the Library. Non-Library affiliated groups must submit a written request to fundraise to the Library Board of Trustees at a regularly scheduled meeting.
	The individual initialing this list is responsible for knowing the rules governing the facility and for communicating those rules to the group.
	All members of the audience and sponsoring organization must leave the building at the time designated on the application (in all cases, no later than 10:00 p.m.)
	Any violation of this policy may result in denial of the group’s future use of the Community Room.
	To avoid possible cleaning/damage charges, the individual initialing this form should, when the library is open, contact the Library Staff Member on duty <u>after</u> cleanup of the room is completed and ask that the librarian inspect the room and verify the condition by signing the bottom of the cleanup instructions. The Library Staff Member will forward a copy of the signed form to the Administrative Secretary and return the original to the group. When the library is closed before cleanup is completed, staff will inspect the Community Room before opening the next morning and notify the group of any problems that may exist.
	Cleanup instructions received.
	Only the piano in the South East corner of the Community Room can be used by renters of the Community Room.
	* The piano in the North East corner of the Community Room is NOT TO BE USED OR MOVED . It is for the exclusive use of the Restoration Concert musicians.

USE AGREEMENT:

The undersigned agrees that the individual/group named as applicant will leave the Community Room and furnishings in the condition in which they were found. Applicant further agrees to accept liability for any damage to facility, its furniture or equipment caused by the occupancy of said premises by the individual/organization and to report any such damage immediately to Library Administration or to the Reference Librarian on duty. Applicant understands that a bill will be issued for any damage to the room or furnishings and that the individual/organization will be denied future use of the Community Room until such bill for damages has been paid in full. Repeated damage to the room or furnishings may result in the loss of all future use by the individual and the organization.

Signature

Date

Organization

South Pasadena Public Library
Community Room Checklist
Updated 5/17/16
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South Pasadena Public Library Community Room Alcohol Policy

While the Library permits alcohol to be served in the Community Room, appropriate restraint must be used both by those serving alcohol and by guests consuming alcohol to ensure the safety of property and all participants. In light of this purpose, the following rules apply.

Deposit: If any user of the Community Room intends to serve alcohol at an event, the user will provide a deposit in the sum of \$250 to cover damages although the user is also responsible to cover additional damages which may exceed \$250. A refund of monies not used to cover damages will be made.

No deposit will be required of any City agency or official, nor the Friends of the South Pasadena Library or any other adjunct organization associated with the Library.

Insurance: Users of the Community Room who will be serving alcohol must provide insurance coverage as determined by the City's current requirements. If the user's insurance cannot meet this requirement, a one-day special events policy must be purchased from the City. The insurance fee is based upon the type of event and number in attendance.

Forms of Alcohol Permitted: The only forms of alcohol that may be served in the Community Room are beer and wine. No "hard liquor" may be served.

Sale of Alcohol Prohibited: There shall be no sale of alcohol in the Community Room by any user thereof.

Miscellaneous:

- Alcohol may not be served during set-up time (i.e., prior to the scheduled start time of the event), and service of any alcoholic beverages must end one hour before the time slated for the event to end (and in any case no later than 10 p.m.).
- Alcohol may not be served to anyone under age 21. Failure to comply, monitor, and enforce this prohibition is grounds for terminating the activity and forfeiting all deposits and fees. Injuries caused to any person or damage to City property as a result of alcoholic beverages being served to and/or consumed by a person under age 21 on Library premises shall be the sole responsibility of the organization, its sponsor, or the adult representative.
- Alcohol is only permitted in the Community Room itself. Alcohol may not be served or consumed in the adjacent park, balconies, or on the Community Room entrance patio and steps.
- Additional staff may be required at an event at which alcohol is served. The cost of any additional staff is the responsibility of the user and will be included in the rental fee charged to the user.

Signature

Date

Organization

**South Pasadena Public Library
Community Room
Release and Indemnification Agreement**

The City's permission to use the Library Community Room (the "Room") is a "lease" per SPMC section 21.18 and is made on the express condition that Applicant and any organization, group, attendee (invited or uninvited), attendees, or persons (cumulatively referred to as the "Organization") using the Room under Applicant's application to use the Room hereby waive and release the City from all liability or loss by reason of injury or damage to person (including, but not limited to, the Applicant or Organization) or property, real or personal, from whatever cause arising out of, from or in connection with the Applicant's and/or the Organization's use of the Library Community Room. Applicant and Organization hereby covenant and agree to indemnify, defend and hold harmless the City, its officers, employees and agents from and against any claim, demand or judgment arising out of, from or in connection with the Applicant's or Organization's use of the Library Community Room including, without limitation, any claimed injury to, or death of, any person (including, but not limited to, the Applicant and any member or members of the Organization) and/or damage to property, personal or real. Furthermore, the Applicant and Organization hereby agree to indemnify, defend and hold harmless the City, its officers, employees and agents from and against any claim, demand or judgment, including without limitation, any claimed injury to or death of, any person (including, but not limited to, the Applicant and any member of the Organization) and/or damage to property, real or personal, arising out of, from or in connection with said use of Community Room facilities including but not limited to the failure of the City to keep the Community Room facilities in good condition and repair.

Applicant and Organization expressly waive all rights under Section 1542 of the Civil Code of California as it now provides or may hereafter be amended. Section 1542 reads as follows:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor."

Applicant and Organization have inspected and do accept the Community Room facilities in their present condition, and without any representation or warranty by the City as to the condition of such facilities, or as to the use or occupancy which may be made thereof. The City shall not be responsible for any latent defects or change in their condition, or for any damage occurring thereto, or because of the existence of any violation of any state, county, or municipal law.

Date

Name of Applicant (please print)

Signature of Applicant

Name of Representative of Organization (please print)

Signature of Representative of Organization

Name of Organization

3. 1998 Agreement
Repealed by Ord. 100
Ord. 100, 1998
Ord. 100, 1998
Ord. 100, 1998

South Pasadena Public Library Community Room Policy

Availability: The Community Room is available to be rented by all non-profit groups/organizations, businesses, and individuals when not in use for Library or City activities. The room is not available for private receptions or parties, or meetings which are commercial or involve heavy activity; or arts and crafts activities presenting risk of damage to the carpet and furnishings. When questions arise regarding the application of this policy, the City Librarian and/or the Library Board of Trustees will make final determinations. The Library reserves the right to deny requests. Use of the room does not constitute endorsement by the Library.

Hours: 7:00 A.M. to 10:00 P.M. daily, including weekends and holidays.

Room Capacity: The Community Room has available seating for up to 150.

Reservations: A written application is required of all groups and individuals using the Community Room. Application forms are available at the Library Reference Desk and Administrative Secretary's office during open hours and on the Library's website. Applications must be submitted to the Administrative Secretary. Reservations can be made for individual events up to one year in advance. Groups wishing to use the Community Room annually must renew their application yearly. Renewal applications must be filed each year by November 1st. Reservations will be considered firm when a completed application has been approved. The room may not be used more than two times per month for on-going groups. Cancellations are accepted up to 72 hours of the scheduled reservation for a refund, less a \$10.00 processing fee.

Fees: Fees for the use of the room vary based on profit or non-profit status of the organization. An individual rate is also available. Please see application for charges. Fund-raising activities generally are not allowed without written permission by the Library. Waiver of any fees is at the discretion of the City Librarian or the Board of Trustees. No admission, registration or membership fee can be charged by users unless written approval is provided by the Library. Admission fees and/or the conducting of sales or other fundraising activities are not allowed without the expressed permission of the Library Board of Trustees except for Library affiliated groups such as the Friends of the South Pasadena Public Library or the Restoration Concert Committee. **Non-library affiliated groups need to submit a written request to fundraise to the Library Board of Trustees at a regularly scheduled meeting.**

Responsibility:

- Groups using the room are responsible for maintaining the order and cleanliness of the room and its furnishings and equipment. The renter is liable for all damages. Groups must leave the room in good condition for the next group.
 - Misuse of the Community Room or its contents and/or disregard for this Policy will be grounds for cancellation of Community Room privileges.
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- The responsible party submitting the application is responsible for knowing the rules governing the facility and for communicating these rules to the members using group.
 - Smoking is prohibited within the building and throughout the Library Park.
 - Candles and incense are also prohibited.
 - Cooking cannot be done in the facility nor can meals be served which would require a sink or other kitchen equipment.

Equipment and Furniture: The Community Room contains chairs, tables, display panels, a movie screen, a podium, an LCD Projector, a DVD player, an overhead projector, a slide projector, sound system and a Baldwin piano in the South East corner of the Community Room. The covered and locked piano in the North East corner is absolutely not to be moved or used. For microphones, LCD projector, DVD player, overhead projector and/or slide projector, a request for use must be made in advance. No other equipment or furniture can be provided by the Library. Please refer to application for fees.

Access After Hours: If the Community Room is to be used when the Library is closed, advance arrangements must be made with the Administrative Secretary or Reference Staff. Because of the Library's security system, the Community Room can be entered only at the times approved on the application. All members of a group and its audience must exit the building at the time designated on their application (in all cases, no later than 10:00 p.m.) excluding official City use.

Keys for after hour access: Keys are available from Library Administration, Monday through Friday from 10 a.m. to 5 p.m., or at the Library's Reference Desk during regular hours. Only the Responsible Party (person signing the application) or their assigned representative may pick up the keys. Under special circumstances, keys may be issued up to 24 hours in advance at the discretion of Library Administration. Keys must be returned to the key box next to the Community Room light switches when done.

Library Board of Trustees approved revision(s) on
3/11/08 (Lib. Admin.); 1/14/2010 (Lib. Admin.)
3/15/10 (Lib. Admin.); 6/3/10 (Lib. Admin.)

SOUTH PASADENA PUBLIC LIBRARY
Community Room
Clean-up Requirements

Each user/group is responsible for returning the Community Room to its original condition before leaving.

- ▶ Must leave the facility no later than 10:30 p.m. (excluding official City use).
- ▶ Remove own trash and place in outside waste receptacles where designated.
- ▶ Community Room Equipment borrowed for the event must be turned off and unplugged (when necessary). When using the microphone, make sure the microphone and stand are placed in sound system closet. Turn off system and close door.
- ▶ Inner doors and restrooms should be closed and checked before exiting the building.
- ▶ Lights turned off.
- ▶ Chairs, tables and any other equipment must be returned to their stored location.
- ▶ Responsible Party assigned to pick up Community Room keys must leave keys on top of an oak table in the Community Room at the end of the event in the drop box by the Community Room light switches, or return to the Reference Desk during library hours.
- ▶ Stains, debris or other items left on the carpet must be reported to library personnel following the event or on the next day and may be subject to cleaning charges.
- ▶ Damaged items are to be reported immediately to library personnel following the event or on the next day. Damages will be billed to individual/organization at actual cost to repair or replace.

Recommended: If your event is over before the library closes, you may want to take this form to the Reference Desk and ask the librarian on duty to inspect the Community Room and initial this form. The librarian will make a copy of the form for the Administrative Secretary and return the original to you for your records. Please complete all cleanup before going to the desk.

I have inspected the Community Room and found that _____ (name of user) has left the room in an acceptable condition.